

HEADQUARTERS
EXTERNAL SURVEY DETACHMENT 44
U. S. NAVY, SHANGHAI, CHINA

GENERAL ORDERS

2 January 1948

NUMBER 1

ADMINISTRATIVE STANDING OPERATING PROCEDURES

I. GENERAL.

1. Purpose. To establish definite and clear-cut lines of administrative action in the routine operation of this command.

2. Composition. This Administrative Standing Operating Procedure is composed of:

a. This directive.

b. General Orders and General Administrative Instructions issued by the Washington headquarters; Army Regulations; Administrative Memorandums this headquarters, and other publications and orders not in conflict with the above cited directives. Those in conflict are hereby rescinded.

3. Changes. Recommendations for changes will be made in writing by the initiating staff officer, and properly coordinated with other interested staff officers before presentation to the Chief of Mission or Chief, Administrative Section. Approved changes will be published as numbered Administrative Memorandums or numbered General Orders, this headquarters.

4. Applicability. The routine administrative actions of all members of this mission will be governed by this directive. To insure compliance with this requirement, all officer, civilian employee, and other key civilian personnel shall be charged with implementing policies as outlined in this directive.

II. ADMINISTRATIVE RESPONSIBILITIES.

1. The Chief, Administrative Section, is responsible to the Chief of Mission for the efficient administration of routine affairs pertaining to operation of this mission. All correspondence (except that of an operational nature) will be prepared in such manner as the Chief, Administrative Section may prescribe. In the event of disagreement between the Chief-Admin and another staff officer over an administrative matter, the problem will be presented to the Chief of Mission for decision.

2. This headquarters operates on the principle of completed staff action. All policies are set by the Chief of Mission

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in compliance with Washington directives. Once policies are established, staff officers are obliged to act accordingly. Matter which requires the signature of the Chief of Mission will be presented in final form ready for signature, with appropriate file and information copies properly identified. Drafts will not be submitted unless specifically requested.

III. ORGANIZATION AND FUNCTION OF ADMINISTRATIVE DIVISION.

1. The Administrative Section is under the direction of the Chief-Admin, and is divided into the following sections:

- a. Military Personnel.
- b. Civilian Personnel.
- c. Budget & Finance (limited)
- d. Supply & Services.
- e. Medical.
- f. Transportation.
- g. Air Operations.

2. The Chief-Admin in his additional function as Personnel Officer, is responsible for the following:

- a. Advise the Chief of Mission on Administrative problems as they may arise.
- b. Staff supervision over all administrative functions throughout the command.
- c. Conducting of general correspondence for the headquarters not specifically charged to other staff divisions.
- d. Promulgating, authenticating, publishing, and distributing orders, regulations and directives issued by the command.
- e. Establishing standards of format, style, text and reproduction methods. Supervising the preparation and distribution of publications.
- f. Designing and standardizing administrative forms for general use within the command.
- g. Supervising the Postal Section.
- h. Administration of military and civilian personnel matters.
- i. Preparation of monthly reports, strength returns, and other recurring and special personnel reports.

(a) The Personnel Officer is also charged with,

- (1) The processing and maintenance of military records in conjunction with meeting the requirements of military regulations as they pertain to uniformed personnel. Such action will be taken in support of, or upon the recommendation of the Commanding Officer, Headquarters Company this organization, and/or the Adjutant of the military establishment contained within the China Mission.

(2) Interviewing and placing of all civilian em-

command, and the proper job classification of all civilian employees; supervision of required records on civilian employees, and the maintenance of adequate liaison with other agencies in the area with regard to rates of pay, cost of living, etc.

IV. RECAPITULATION.

1. It is desired that it be expressly understood that the administrative channel for all functions is through the Chief-Admin, and that all matters within the province of his duties as outlined above will be handled through him and not directly with the Chief of Mission. All policies and decisions laid down pertaining to over-all administration of the command will be disseminated through the Administrative Section. Instructions or other directives pertaining to the routine administration of the China Mission (as distinguished from operational activities) will be given by the Chief of Mission through the Administrative Section and will be properly channeled by the Chief-Admin to the interested branches or personnel.

DISTRIBUTION:

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